

## **1010.02 DMB Administrative Circulars and Office/Bureau Letters**

Issued May 1, 1996

**SUBJECT:** Department of Management and Budget Office and Bureau Letters.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To provide for issuance, modification or rescission of administrative procedures, for effective administration of the Management and Budget Act (Public Act 431 of 1984, as amended), which have one-time instructional or temporary applicability.

**CONTACT AGENCY:** Department of Management and Budget (DMB) - Director's Office.

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**SUMMARY:** The DMB Director may issue, modify or rescind one-time instructional or temporary administrative procedures, for effective administration of the Management and Budget Act, by use of office and bureau letters.

**APPLICABLE FORMS:** None.

### **PROCEDURES:**

#### **DMB Director or Designee:**

- Issues, modifies or rescinds one-time instructional or temporary administrative procedures, with inter-agency or state-wide applicability, where specific provisions typically are valid for a year or less (e.g., telephone rates, budget calculation factors, etc.).

#### **Agencies:**

- When office and bureau letters are received, add provisions which apply to their particular circumstances, and disseminate the information accordingly.
- Comply with procedural requirements, to include obtaining clarifications as needed.

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